

## KEMSA Awards Committee Policy

- All applications will be submitted to the **KEMSA Awards Committee Chair – Debbie Glenn** electronically by filling out the applications on [www.kemsa.org](http://www.kemsa.org). Support materials may be submitted by e-mail to Debbie Glenn at [ellinwoodems@cityofellinwood.com](mailto:ellinwoodems@cityofellinwood.com).
- All applications must meet the requirements as spelled out on the application or in the nomination packet.
- The KEMSA Awards committee will assign a group to review the applications for each selection. The review group will consist of at least 3 individuals with no affiliation with any of the nominees. Affiliation is defined as working with the ambulance service, training center or a history of working closely with the nominee. The awards committee will be responsible for the selection of neutral and qualified review teams.
- Once the nomination has been received by KEMSA it will be considered confidential until the award has been presented.
- Nominations received will become the property of KEMSA and will not be returned.
- The awards committee will attempt to submit the winners of the KEMSA awards to the NAEMT awards process in the appropriate categories.
- All members of the awards process will honor the confidentiality of the process.
- The decision of the award team is considered final. Only under extenuating circumstances will the Award committee or the KEMSA board interfere with the determination of the review team.
- All award nominees will be notified by mail prior to the KEMSA conference.
- The banquet ticket for all winning nominees will be provided by KEMSA. One additional banquet ticket will be provided for use by the winner's spouse or other person who may wish to accompany them to the event. Additional banquet tickets may be purchased as needed.
- The review team will consider the application as submitted and not request or consider any information not included in the award packet.
- The review team will evaluate the applications considering the completeness of the application, the quality of the recommendation(s); the impact the person or service has had on EMS, and variety of letters or documents submitted to support the application. Judging will include community support, involvement in the community, EMS involvement, contributions to local and/or state EMS, media coverage supporting nominee, membership in EMS groups and certification in EMS fields. The review team may elect to not grant a given KEMSA award if the nominations do not meet the criteria for the award.
- An individual may only be selected for one individual award during any one year.